

MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:00 PM in the 13th Floor Conference Room, Woolfolk 13th Floor, Jackson, Mississippi, on June 21, 2005.

A quorum being present, J. K. "Hoopy" Stringer, Jr, Chairman, called the meeting to order.

The following members were in attendance:

J. K. "Hoopy" Stringer, Chairman
 Executive Director, Department of Finance and Administration
 Robert Bass, Vice-Chairman
 Executive Director, State Personnel Board
 David L. Litchliter, Member
 Executive Director, Department of Information Technology Services
 Cille Litchfield, MMRS Administrator (non-voting)
 CSIO, Department of Finance and Administration

Mr. Stringer called for agenda item number one: review and approve minutes for the February 11, 2005, meeting of the Steering Committee.

On a motion by Mr. Bass and seconded by Mr. Litchliter, the minutes were approved with the changes noted in the submitted copy.

Mr. Stringer called for agenda item number two: FY2006 MMRS Project Priorities:

Mrs. Litchfield presented the following priority list for FY2006. Discussion included the questions regarding the amount reported for item 7, and, with training being a lower priority for FY2006, whether or not the Pathlore project should be continued beyond phase I.

| | | |
|---|-----------------------------|---|
| 1 | Complete Pathlore Phase I | \$300K remaining at close of FY2005 |
| 2 | Execute WebProcure Phase II | \$1.08M for FY2006 (\$1.97M is life cycle for Phase II). Corrected via email to MMRS Steering Committee on 6/21/2005. |
| 3 | Complete BoA e-invoicing | \$125K remaining at close of FY2005 |
| 4 | Merlin SP2 frame/disk | \$500K |
| 5 | TSM server | \$90K |
| 6 | Blade server expansion | \$71K |
| 7 | Pathlore Phase II | \$343,400 for FY2006 (\$989K originally reported was in error). Corrected via email to MMRS Steering Committee on 6/21/2005. |
| 8 | PC replacement MMRS | Not to exceed \$150K |

Mr. Stringer called for agenda item number three: Approval to proceed with the Agreement with Tier Technologies, Inc. for implementation of Phase II as required by the MMRS Steering Committee during their meeting of February 11, 2005. Lifecycle costs for Phase II are not to exceed \$1,964,981. This amount includes the balance \$83,068 of "customization dollars" estimated for Phase I but not used.

On a motion by Mr. Bass and seconded by Mr. Litchliter, the motion was approved as presented.

Mr. Stringer called for agenda item number four: Update on the Pathlore Phase I ELMS implementation and approval to proceed with Phase II.

Mrs. Litchfield reported that testing is in process and proceeding at an acceptable level. Target migration dates are (1) DFA – 8/15/2005; (2) ITS, Health, MDES – 9/1/2005; (3) SPB – 9/15/2005. Mrs. Litchfield reported that other agencies are very interested in implementation of MELMS for their internal training tracking. These requests for migration will be addressed in the order in which they are received.

Mrs. Litchfield stated that the MMRS Steering Committee had not required that they approve for the continuation into Phase II. The target start date for Phase II would be late September following the conversion of the SPB data from their version of ASSET. Mrs. Litchfield stated that ITS is the core agency most interested in pressing forward with the competency (skills) management component of the system.

After much discussion, the decision was made to proceed with the planning for and execution of Phase II.

Mr. Stringer called for agenda item number five: Approval of MMRS Revolving Fund and SAAS estimated charges to agencies for FY2007 budget requests.

Mrs. Litchfield stated that significant increases in the MMRS charges to be paid by agencies in FY2007 are possible due to the \$9.2M approved budget for FY2006. While it is unlikely that MMRS will spend the entire approved amount, Mrs. Litchfield reported that she felt it was important to estimate the costs at that level as a "worse case". Mrs. Litchfield stated that if the estimated charges were approved, they would be posted to the MMRS website by the end of the week.

The Committee discussed the current PEER study underway on inter-agency charges and agreed that it was possible that the FY2006 priorities, thus the amounts to be collected in FY2007, may have to be adjusted based on the outcome of that report.

On a motion by Mr. Bass and seconded by Mr. Litchliter, the motion was approved as presented.

Mr. Stringer called for agenda item number six: Discussion of the MMRS budget request for FY2007.

Mrs. Litchfield reported that Budget request for FY2007 for MMRS will be approximately \$8.94M. This is a decrease of \$320K from the FY2006 approved amount. This amount does, however, include \$356K for 5 new positions and several position upward reallocations and benchmarks. The 5 new positions requested include two Associate Business Systems Analysts for the MMRS Help Desk, a Lead Programmer Analyst to assume responsibility for the MELMS customizations and other senior level technical work, a Lead Business Systems Analyst to serve as a project manager and subject matter expert, and an Information Technology Planner to assume the detailed planning duties, including cost studies, for projects within MMRS purview.

Mr. Stringer reported that this would be included as a program budget within DFA's budget request for FY2007.

Mr. Stringer called for agenda item number seven: Status of the MMRS Revolving Fund.

Mrs. Litchfield reported that cash flow is good and assessments are being paid timely. Balance as of close of business June 17, 2005, was \$3.05M. Mrs. Litchfield reported that the major

outstanding assessment for March 2004 billing is for MDHS and there is approximately \$500,000 in assessments outstanding from the June billing.

There being no further items of business, Mr. Stringer asked for a motion for the meeting to be adjourned. On a motion made by Mr. Litchliter, seconded by Mr. Bass, the meeting was adjourned.



Chairman
Finance and Administration



Vice-Chairman
State Personnel Board



Member
Information Technology Services